

Deans' Council Minutes September 10, 2003

Present: Dr. Joyce Scott, Ms. Mary Hendrix, Dr. Finnie Murray, Dr. Hal Langford, Dr. Ed Seifert, Dr. Elton Stetson, Dr. Joe Webber, and Dr. Thad Anglin

Guests: Dr. Keith McFarland, Dr. Randy McBroom, and Mr. Jack Gray

Absent: None

Message from the President

- ❖ Growth at the institution has slowed
- ❖ Address now before we get into a base funding year
- ❖ \$500,000+ estimated loss
- ❖ Down only 23 international students
- ❖ Use this semester to analyze our enrollment

Announcements

- ❖ Doctoral Program Review, Effective Fall 2003 – Dr. Stetson distributed handout.
 - Program review discussed at Deans' Council in November
 - Program review submitted to the President in December
 - Dr. Murray stated the program review required some revisions, corrections were made, and Dr. Kanjirathinkal submitted revised copy to the Graduate Council.

Dr. Scott – The review needs to be streamlined without losing quality; [add to the next Deans' Council Agenda](#).
- ❖ Tom Jackson's Graduate Recruiting Workshop – Dr. Stetson distributed information on *101 Great Ideas For Recruiting Graduate Students*, a dynamic one-day on-campus seminar.
- ❖ Changes in Graduate Admission – Dr. Stetson distributed handout. The three changes will be immediate. These changes are designed to improve student access and reduce unnecessary barriers to initial enrollment. None of these changes affect policies governing graduate programs.
 - **Transcripts** – we will no longer require an applicant to submit a transcript to gain access to registration for their initial semester. They will, however, be required to have official transcripts on file before they are allowed to register for a subsequent term. This in effect returns us to a long-standing practice at this institution that we pave the way for students to get started immediately simply by submitting an application.
 - **GRE Scores** – The five year time limit on GRE scores has been eliminated. Students can submit scores under three conditions: (1) official scores, for ETS, regardless of age; (2) official GRE scores that are on file in the Graduate School at A&M-Commerce; and (3) the student's official copy of their scores sent by ETS.
 - **Signed Statement of Understanding** – This recently implemented procedure requires the student at the time they submit their application to sign a form stating that they understand that no more than 12 hours of coursework taken in non-degree status can count toward a master's degree. We retain the limit of 12 hours because that is policy, but there are more appropriate places to remind students of the policy. Thus, we will return to the long held practice that students may appeal this limit and decisions on such appeals will be judged on an individual basis. The 12 hour limit for doctoral admissions is not affected by this change.

- ❖ Expert Witness Reports – Reports due to the President’s Office no later than September 12, 2003 (Time Period from 9-1-02 to 8-31-03)
- ❖ Living Leadership: The Power of Executing Greatness – The University of Texas at Tyler, College of Business and Technology is hosting this event on Wednesday, November 5, 2003 from 9:45 a.m.-4:30 p.m. in the Robert R. Muntz Library, 3900 University Boulevard, LIB 401.
- ❖ FY04 Unit Plans – Plans due September 15, 2003; data entered into S.U.P.E.R database and approved by administrator
- ❖ Nominations for Outstanding First-Year Student Advocate
Nominations due October 17, 2003 to the National Resource Center for The First-Year Experience and Students in Transition, University of South Carolina
- ❖ Instruction in Business Ethics – Governor Rick Perry asked the Texas Higher Education Coordinating Board to review the curricula of graduate-level business and law programs to ensure that graduates are provided a strong focus on ethics. In order to assess these institutions’ curricula, a short survey was e-mailed to all public and independent law and graduate business schools in Texas on July 22, 2003. Summary of Results – The survey revealed that business ethics is taught in at least several courses in each of the institutions (many schools discuss business ethics in all of their courses). Importantly, the vast majority of reporting institutions sponsored extra-curricular activities about business ethics, with conferences or workshops and presentations by notable experts being most popular. Several of the schools had created interesting extra-curricular activities that emphasized business ethics (beyond those normally used). Finally, the real-world business ethical issues that have become more common recently have resulted in an increased emphasis on business ethics at 90% (45/50) of the reporting institutions.

Enrollment Report – (Drs. Anglin and Stetson)

- ❖ Cutbacks in the summer budget has hurt graduate enrollment: course offerings cut 43% in Summer I and 28% in Summer II
- ❖ Retention drives enrollment
- ❖ Increase of .3% in brand new students (beat LBB target rates)
- ❖ 140 new Phi Theta Kappa students; projection @ 200
- ❖ Increase in seniors due to transfers
- ❖ There is a notable increase in credit hour production

Comments

- ❖ Dr. Webber – 1700 students living in Housing (FY02) and 1702 in FY03; increase of 3.8% in retention
- ❖ Dr. McBroom - Working with Jeremy McMillen on a preliminary analysis on the master’s level

Animal Care and Use Procedure – (Joyce A. Scott)

- ❖ Deans’ Council minutes dated 5-28-03 stated there was a question regarding a one-course release time for committee leadership. Deans concluded this did not need to be included in the procedure. Dr. Langford made a motion to approve the new procedure as corrected for a final reading. Dr. Smith seconded the motion. There was no further discussion. All approved.
ACTION - Revised procedure will be forwarded to the President for his review

Academic Program Planning & Development for Fall 2003-Summer 2005 – (Mary Hendrix)

- ❖ University plan due to The Texas A&M University System by September 19, 2003 was reviewed. Final approved list is attached.

Searches – (Joyce A. Scott)

- ❖ Plans to place a full page ad in mid-October in the *The Chronicle of Higher Education* advertising 30+ positions
- ❖ Plans to hire an outside expert to conduct a Financial Aid Office Effectiveness Review
ACTION - Deans need to submit their search paperwork

Comment

- ❖ Dr. Langford - Additional faculty lines are needed above the \$600,000 allocation; may need to increase tuition to fund more faculty lines; may need to eliminate programs; we're losing quality people

Call for Proposals for Federal Initiatives for Calendar Year 2004 (FY05)

- ❖ Request from The Texas A&M University System due November 1, 2003
- ❖ Dr. Ken Ashley to coordinate

Web for Faculty

- ❖ Distributed training schedule and indicated sessions will be scheduled for off-campus sites and training will be available on-line.

External Grant Proposals – (Joyce A. Scott)

- ❖ Concern on the number of required signatures
ACTION - Routing form needs to be shortened to a 1 page cover sheet

Comments

- ❖ Dr. Murray - approvers have no opportunity to read the grant in advance; budgetary commitments need to be known by the deans
- ❖ Dr. Stetson – Dr. Ken Ashley is charged with building a process

Other Announcements

- ❖ Dr. McBroom – Plans to work with departments, executive councils, and hold workshops every month on Learning Outcomes Assessment; SACS will meet in December and report due in the fall
- ❖ Dr. Stetson – (Draft) Qualifications of Graduate Faculty and Standards for Cross-Listed Courses: Response of A&M-Commerce to SACS Recommendations
 - The committee recommends that each faculty member teaching courses at the masters and specialist degree level hold the terminal degree, usually the earned doctorate, in the teaching discipline or a related discipline.
 - Combined instruction of graduate and undergraduate students, if permitted at all, must be structured to ensure appropriate attention to both groups. The requirements and expectations for students in each course are identified in a single syllabus.
- ❖ Dr. Webber – The opening week went well due to the contribution of staff
- ❖ Dr. Anglin – Contacting students for non-payment has always been the responsibility of the Registrar's Office but feels Financial Services should be responsible; students are contacted by email, postcards, phone tree, telecounselors, etc.; more payment options need to be available for students (for example - 4 payments instead of 50% down)
- ❖ Dr. Langford and Dr. Murray - Discussion on adjunct salaries; adjuncts haven't received a pay increase for quite a while; our institution is not competitive with other institutions (for example - \$1,500 salary at A&M-Commerce and \$2,700 at other institutions); recommendation from SACS - we would not hire unqualified adjuncts teaching graduate courses

- ❖ ~~Dr. Langford, Dr. Murray, and Dr. Stetson – Discussion on offering benefits to graduate assistants; Alicia Currin to ask the President if stipends can be converted into scholarships; Texas doesn't permit tuition waivers; out-of-state students pay in-state tuition; offering benefits would help us recruit more graduate students; average graduate student takes 1 graduate course per semester; this topic has not been warmly received at this university; we're not very competitive; discuss issue at the Graduate Council~~

REVISION

Discussion on offering benefits to graduate assistants; Texas doesn't permit tuition waivers; out-of-state students pay in-state tuition; offering benefits would help us recruit more graduate students; average graduate student takes 1 graduate course per semester; this topic has not been warmly received at this university; we're not very competitive; discuss issue. Dr. Scott asked Dr. Murray to present a plan detailing the concerns and the benefits of converting graduate assistant stipends to scholarships.